

**Steve Sisolak**  
*Governor*



**Laura E. Freed**  
*Director*

**Tammy Westergard**  
*Division Administrator*

**STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION  
NEVADA STATE LIBRARY, ARCHIVES and PUBLIC RECORDS  
100 N. Stewart Street  
Carson City, Nevada 89701  
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**The Committee to Approve Schedules for the Retention  
and Disposition of Official State Records**

**Meeting Notice**

**DATE:** August 12, 2020  
**TIME:** 1:15 p.m.  
**LOCATION:** Teleconference

Per Governor Sisolak's issued [Declaration of Emergency Directive 006](#) and [Declaration of Emergency Directive 029](#) regarding open meetings during the COVID-19 pandemic. The Committee to Approve Schedules for the Retention provides access to the meeting via teleconference. The public may access the meeting through the following call in information. The public may also make comments via email to [records@admin.nv.gov](mailto:records@admin.nv.gov).

On the date and time of the meeting you can connect by calling:

Carson City: 775-687-0999  
Las Vegas: 702-486-5260  
Use access code 43313

If you would like copies of the materials for the meeting they are posted on the [Nevada State Library Archives and Public Records](#) website or they can be mailed to you upon request. If there are any questions concerning access to the meeting please contact Lewis Martin at 775-684-3411.

Notice: The Committee to Approve Schedules for the Retention and Disposition of Official State Records may address items out of sequence. The Committee may combine two or more agenda items for consideration, and the Committee may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. As used herein and during the meeting, the term "RDA" means "Records Disposition Authorization" which is the control number given to an official action on retention and/or disposition made by the Committee.

## Agenda

**1. Call to Order, Welcome, Roll Call**

**2. Public Comment**

Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

**3. Review, correct, if necessary, and approve the minutes from the February 12, 2020 meeting. [Attachment A1](#)** (For possible action)

**Note:** During the February 12, 2020 meeting, Deputy Attorney General Ian Carr was the designee for the Attorney General's Office in attendance. As such, he has been invited to attend this meeting in order to vote on the approval of the February 12, 2020 minutes. Deputy Attorney General Harry B. Ward, or another designee, will be voting for the Attorney General's Office on all other agenda items.

**4. Review, correct, if necessary, and approve the minutes from the May 13, 2020 meeting. [Attachment A2](#)** (For possible action)

**5. Proposed New RDAs for Agency Specific Records Retention Schedules [Attachment B](#)** (For possible action)

**6. Proposed Modification RDAs for Agency Specific Records Retention Schedules for Department of Human Resources Central Payroll, Department of Human Resources Central Records and Secretary of State, Notaries Division. [Attachment C](#)** (For possible action)

**7. Proposed Deletion RDAs for Agency Specific Records Retention Schedules for Human Resources Central Payroll, Department of Conservation and Natural Resources, Bureau of Safe Drinking Water and Secretary of State, Notaries Division. [Attachment D](#)** (For possible action)

**8. Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule. [Attachment E](#)** (For possible action)

**9. 2019 Legislative Bill Review Status Update** (For Discussion Only)

**10. Discuss Future Agenda Items** (For possible action)

Nevada State Library, Archives and Public Records, Library Services  
Department of Health and Human Services, Public and Behavioral Health, Environmental Health Services.  
Department of Health and Human Services, Public and Behavioral Health, Public Health and Clinical Services

**11. Public Comment**

Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

**12. Confirm time of next meeting** (For possible action)  
Next meeting scheduled for August 12, 2020

**13. Adjourn** (For possible action)

## General Information

Members of the public who are disabled or who may require special accommodations at the meeting are requested to notify Lewis Martin in writing at 100 N. Stewart Street, Carson City, NV 89701 or by calling (775) 684-3411 or by email [lewis.martin@admin.nv.gov](mailto:lewis.martin@admin.nv.gov) prior to the meeting date.

A complete copy of the information submitted to the Committee for this "Agenda and Meeting Notice" is available by contacting the Lewis Martin at (775) 684-3411. This agenda, the Committee Packet and all other supplemental material made available to each Committee member will also be made available to the public on the website of the Department of Administration, Nevada State Library, Archives and Public Records prior to the meeting date and may be found at: [www.nsla.nv.gov](http://www.nsla.nv.gov) (under Records Management, State Records Committee).

The material is also available by contacting Lewis Martin at 100 North Stewart St. Carson City, NV 89701 (775) 684-3423 [records@admin.nv.gov](mailto:records@admin.nv.gov)

### **This agenda has been posted at the following locations:**

Nevada State Library, Archives and Public Records  
100 North Stewart Street  
Carson City, NV 89701

The Nevada Legislature  
401 S. Carson St.  
Carson City, NV 89701

Washoe County Library  
301 South Center Street  
Reno, NV 89505

The Las Vegas/Clark County Library District  
7060 Windmill Ln  
Las Vegas, NV 89113

NSLAPR website: [www.nsla.nv.gov](http://www.nsla.nv.gov)

As required by [NRS 232.2175](#): <https://notice.nv.gov/> under the Department of Administration, State Records Committee

Attachment A1  
Meeting Minutes for Approval

*The Committee to Approve Schedules for the  
Retention and Disposition of Official State Records*  
*The “State Records Committee”*  
Minutes for February 12, 2020

**1: Call to Order, Welcome, Roll Call**

The meeting was called to order at 1:19 pm. The meeting was held at the Nevada State Library and Archives Board Room, at 100 N. Stewart St, Carson City, NV.

**Committee Members:**

**Kimberley Perondi**, for Barbara K. Cegavske, Secretary of State – Present

**Kathryn Etcheverria**, Governors Appointee – Present

**Ian Carr**, for Aaron Ford, Nevada Attorney General – Present

**Tammy Westergard**, Division Administrator, Nevada State Library, Archives and Public Records – Present

**Maureen Martinez**, for Laura Freed, Director for the Department of Administration – Absent

**Alisanne Maffei**, for David Haws, Administrator, Enterprise Information Technology Services – Present

**Staff:**

**Sara Martel**, State Records Manager, Nevada State Library, Archives and Public Records – Present

**Bobbie Church**, Senior Records Analyst, Nevada State Library, Archives and Public Records – Present

**Heather Hahn**, Senior Records Analyst, Nevada State Library, Archives and Public Records – Present

**Lewis Martin**, Administrative Assistant II, Nevada State Library, Archives and Public Records – Present

**Guests Present:**

**Rachel Anderson**, General Counsel, Nevada State Attorney General’s Office – Present via Teleconference

**2: Public Comment**

Comment may be limited to 5 minutes at the discretion of the Chair.

There was no public comment made.

**3: Attachment A. Review and Approve the Minutes for December 11, 2019**

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|---|
| <b>Discussion and Vote:</b>   |
| The minutes were approved as presented. The motion was made by Kathryn Etcheverria and the second was by Alisanne Maffei. Ian Carr abstained from the vote because he was not at the December 11, 2019 meeting; the remaining votes were unanimous for the members present. |

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**4: Attachment B. Proposed New RDAs for Agency Specific Records Retention Schedules**

**1. Secretary of State: Registry of Advanced Directives for Health Care**

**A. Title:** *Nevada Lockbox: Advance Directive Registry - Medical Providers*

**RDA:** 2019010

**Description:**

*These records document medical providers who are requesting registration with the Secretary of State's Nevada Lockbox Program for access to the Advance Directive Registry (NRS 449A.718). The records may contain but are not limited to: Registration Agreements, applications, associated documentation, and related correspondence.*

**Authorized Retention:**

*Retain for three (3) calendar years from the end of the calendar year in which the registration ends.*

**Recommended Disposition:**

*Destroy Securely*

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Secretary of State, Registry of Advanced Directives for Health Care and the Deputy Secretary of State for Southern Nevada.

**Justification for New RDA 2019010:**

These records have administrative and legal value. Legal value is due to the requirement for the Secretary of State to provide registration services and the rights of registrants (NRS 449A). NRS 449A.721 requires removal of all advanced directives of the deceased at least every 5 years, the 3-year retention exceeds this requirement.

**B. Title:** *Nevada Lockbox: Advance Directive and Guardianship Registries – Incomplete Filings*

**RDA:** 2019011

**Description:**

*These records document the return of request for registration with the Secretary of State's Nevada Lockbox Program that have not been fully or accurately completed. The records may contain but are not limited to: letters of incomplete filing, associated documentation, and related correspondence.*

**Authorized Retention:**

*Retain for one (1) calendar year from the end of the calendar year in which the letter of incomplete filing was dated.*

**Recommended Disposition:**

*Destroy Securely*

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Secretary of State, Registry of Advanced Directives for Health Care and the Deputy Secretary of State for Southern Nevada.

**Justification for New RDA 2019011:**

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The Committee to Approve Schedules for the Retention and Disposition of Official State Records

Agenda #3 February 12, 2020 Minutes for Approval

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## Attachment A1 Meeting Minutes for Approval

A current schedule does not exist for this record series. All documents are returned with the incomplete filing letter. Legal value is due to the requirement for the Secretary of State to provide registration services and the rights of registrants (NRS 449A).

**C. Title:** *Nevada Lockbox: Guardianship Registry*

**RDA:** 2019012

**Description:**

*These records consist of a document executed by a competent person to nominate another person to be appointed to serve as his or her guardian. The records may include but are not limited to: Guardianship Nomination form, associated documentation, and related correspondence.*

**Authorized Retention:**

*Retain for a period of three (3) calendar years from the end of the calendar year in which the legal guardianship is revoked or withdrawn.*

**Recommended Disposition:**

*Destroy Securely*

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Secretary of State, Registry of Advanced Directives for Health Care and the Deputy Secretary of State for Southern Nevada.

**Justification for New RDA 2019012**

A current schedule does not exist for this record series. Senate Bill 229 (2017 Legislative Session) established a form to be filed in the Nevada Lockbox. The legislation took effect January 1, 2018. These records have legal value due to the requirement for the Secretary of State to provide registration services (NRS 225.380). The three-year retention is based upon the Statutes of Limitation for mistake or fraud found in NRS 11.190 (3)(d).

**D. Title:** *Nevada Lockbox: Guardianship Registry Access*

**RDA:** 2019013

**Description:**

*These records document the assignment of an administrative contact by each District Court in the State of Nevada to grant access to the Guardianship Registry. (NRS 159.342). The records may contain but are not limited to: Administrative Contact Designation Forms, associated documentation, and related correspondence.*

**Authorized Retention:**

*Retain for three (3) calendar years from the end of the calendar year in which the designated contact changes or the program is discontinued.*

**Recommended Disposition:**

*Destroy Securely*

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Secretary of State, Registry of Advanced Directives for Health Care and the Deputy Secretary of State for Southern Nevada.

## Attachment A1 Meeting Minutes for Approval

### Justification for New RDA 2019013:

A current schedule does not exist for this record series. The three-year retention is based upon the Statutes of Limitation for mistake or fraud found in NRS 11.190 (3)(d).

### Discussion and Vote:

The proposals in Attachment B were approved as presented. The motion was made by Tammy Westergard and the second was by Kathryn Etcheverria. Kim Perondi abstained from the vote because the new RDAs were Agency Specific for the Secretary of State's office; the remaining votes were unanimous for the members present.

### 5: Attachment C. Proposed Modification RDAs for Agency Specific Records Retention Schedules

#### 1. Secretary of State: Registry of Advanced Directives for Health Care

A. Title: ~~Living Will Lockbox~~ **Nevada Lockbox: Advance Directive Registry** RDA: 2008011

#### Description:

These records document the Registry of Advance Directives for Health Care in accordance with NRS 449.925. The records may contain but are not limited to: **registration agreements, registration cards, requests for a duplicate card, removal requests, death notifications**, authorizations to change form, correction documentation, Advance Directives (including Power of Attorney, Do-Not Resuscitate Order, etc.) , **associated documentation, and related correspondence.** ; ~~Registration documentation; Similar documentation.~~

#### Authorized Retention:

Retain ~~these records~~ for a period of three (3) calendar years from the **end of the calendar year in which the date of** revocation, notification of death, or discontinuation of the program **is dated.**

#### Recommended Disposition:

Destroy Securely

#### NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

#### Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Registry of Advanced Directives for Health Care and the Deputy Secretary of State for Southern Nevada.

### Justification for Modification of RDA 2008011:

Staff recommends removing "date of" and replacing it with "end of the calendar year in which the...is dated" while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event. Legal value is due to the requirement for the Secretary of State to provide registration services and the rights of registrants (NRS 449A). NRS 449A.721 requires removal of all advanced directives of the deceased at least every 5 years. The 3-year retention exceeds this requirement.

#### 2. Health Division: Bureau of Health Statistics, Planning, Epidemiology and Response: Emergency Medical Services Licensing

A. Title: **Emergency Medical Services (EMS) Complaint Files (Non-Disciplinary)**

RDA: 2004042

#### Description:

~~This record series documents~~ **These records document** the complaints received by the Bureau concerning permittees, license holders, and/or service providers. ~~The files may contain,~~ **The records may include** but are not limited to: ~~Complaints and associated records,; Investigative documents (including copies of health care records and reports by investigators),; Resolution letters,; associated documentation, and Related correspondence.~~

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### **Authorized Retention:**

Retain ~~these records~~ for a period of three (3) calendar years from the *end of the calendar year in which the resolution letter was dated.* ~~date of the resolution.~~

### **Recommended Disposition:**

Destroy Securely

### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

### **Agency review:**

The appraisal is supported by the Records Officer for the Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing.

### **Justification for Modification of RDA 2004042:**

Staff recommends removing “date of the resolution.” and replacing it with “end of the calendar year in which the resolution letter was dated.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**B. Title:** *Emergency Medical Services (EMS) Course Files*

**RDA:** 2004043

### **Description:**

~~This record series documents~~ *These records document* the approval of Emergency Medical Services ~~Training Courses~~ by this Bureau as required by NRS 450B.155, NRS 450B.1905, NRS 450B.191, NRS 450B.195, NRS 450B.850 and NAC 450B.720 to 725. ~~The files may contain,~~ *The records may include* but are not limited to: ~~Requests for Approval of EMS Courses, course outlines & related documentation, Approval/denial letters, Assigned course numbers, (by Bureau), Application for Provisional Ambulance Attendant Licenses, (and copies of issued licenses), Attendance summaries, skills summaries, course evaluations, etc., associated documentation, and Related correspondence.~~

### **Authorized Retention:**

Retain ~~these records~~ for a period of three (3) calendar years from the *end of the calendar year in which the training program ended.* ~~completion of the training program.~~

### **Recommended Disposition:**

Destroy

### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

### **Agency review:**

The appraisal is supported by the Records Officer for the Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing.

### **Justification for Modification of RDA 2004043:**

Staff recommends removing “completion of the training program” and replacing it with “end of the calendar year in which the training program ended.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**C. Title:** *Emergency Medical Services (EMS) Do-Not-Resuscitate Files: Approved*

**RDA:** 2004045

### **Description:**

## Attachment A1

### Meeting Minutes for Approval

~~This record series documents~~ ***These records document*** the authorization for withholding life-sustaining treatment by the Bureau (See NRS Chapter 450B.400 through 450B.590 and NAC Chapter 450B.950 to 450B.960). ~~The files may contain;~~ ***The records may include*** but are not limited to: Do-Not-Resuscitate Applications with associated documentation; Copy of the identification as issued; Copies of "Power of Attorney"; ***associated documentation, and*** ~~Related correspondence.~~

#### **Authorized Retention:**

Retain ~~these records~~ for a period of twenty (20) calendar years from the ***end of the calendar year in which the application was approved.*** ~~date authorized.~~

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing.

#### **Justification for Modification of RDA 2004045:**

Staff recommends removing "date authorized." and replacing it with "end of the calendar year in which the application was approved." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

**D. Title:** ***Emergency Medical Services (EMS) Do-Not-Resuscitate Files: Denied***

**RDA:** 2011045

#### **Description:**

~~This record series documents~~ ***These records document*** the authorization for withholding life-sustaining treatment by the Bureau that were denied (See NRS Chapter 450B.400 through 450B.590 and NAC Chapter 450B.950 to 450B.960). ~~The files may contain;~~ ***The records may include*** but are not limited to: Do-Not-Resuscitate Applications with associated documentation; ~~D~~eterminations and hearing/appeal ***determinations, documentation associated documentation, and*** ~~Related correspondence.~~

#### **Authorized Retention:**

Retain ~~the records~~ for a period of three (3) calendar years from the ***end of the calendar year in which the determination letter was dated.*** ~~receipt of the request.~~

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing.

#### **Justification for Modification of RDA 2011045:**

Staff recommends removing "receipt of the request." and replacing it with "end of the calendar year in which the determination letter was dated." while removing "the records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

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E. Title: *Emergency Medical Services (EMS) Do-Not-Resuscitate Files: Withdrawn or Incomplete*

RDA: 2012007

### Description:

~~This record series documents~~ ***These records document*** the authorization for withholding life-sustaining treatment by the Bureau that were withdrawn or incomplete (See NRS Chapter 450B.400 through 450B.590 and NAC Chapter 450B.950 to 450B.960). ~~The files may contain,~~ ***The records may include*** but are not limited to: Do-Not-Resuscitate Applications with associated documentation, ***notification letter, associated documentation, and*** related correspondence.

### Authorized Retention:

Retain ~~the records for a period of one (1) calendar year from the~~ ***end of the calendar year in which the request was withdrawn or determined incomplete.*** ~~date of receipt of the request.~~

### Recommended Disposition:

Destroy Securely

### NSLAPR staff recommendation:

The retention period meets administrative and legal values.

### Agency review:

The appraisal is supported by the Records Officer for the Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing.

### Justification for Modification of RDA 2012007:

Staff recommends removing “date of receipt of the request.” and replacing it with “end of the calendar year in which the request was withdrawn or determined incomplete.” while removing “the records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

F. Title: *Emergency Medical Services (EMS) Permit Files*

RDA: 2004046

### Description:

~~This record series documents~~ ***These records document*** the application for permit for ambulance service and fire-fighting agencies (See NRS Chapter 450B and NAC Chapter 450B). ~~The files may contain,~~ ***The records may include*** but are not limited to: Agreement Section; service agreements, physician or director agreements, hospital agreements, Personnel Section; copies of licenses ***and*** permits of agency personnel, lists of agency personnel (which may include the SSN); Correspondence Section; correspondence to and from the agency; Rate Schedule Section; copies of rates charged by the agency; Vehicle Master List Section; documentation on the mechanical condition ***documents of the vehicles,*** lists of vehicles in service, Individual Vehicle Section; vehicle inspection reports, ***lists of*** out-of-service vehicles, ***associated documentation, and related correspondence.*** ~~All of these sections may contain related correspondence and other documentation.~~

### Authorized Retention:

Retain ~~the core application documents and the documentation for~~ the three ***(3) most current recent*** renewal cycles for a period of three (3) calendar years ***from the end of the calendar year in which the permit expired, was suspended, or revoked.*** ~~after expiration, revocation or suspension of the permit.~~

### Recommended Disposition:

Destroy Securely

### NSLAPR staff recommendation:

The retention period meets administrative and legal values.

### Agency review:

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The appraisal is supported by the Records Officer for the Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing.

#### **Justification for Modification of RDA 2004046:**

Staff recommends removing “after expiration, revocation or suspension of the permit.” and replacing it with “from the end of the calendar year in which the permit expired, was suspended, or revoked.” while removing “the core application documents and the documentation for” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**G. Title:** *Emergency Medical Services (EMS) Registry*

**RDA:** 2004050

#### **Description:**

~~This record series documents~~ ***These records document*** the Central Registry of Certification as required by NRS 450B.180 (7). ~~The registry may contain, but is not limited to:~~ ***The records may include but are not limited to: Name and contact information; Social Security number, birth date and other identifying information; Type of certification/permit/license held with identifying number; Employer information, associated documentation, and related correspondence.***

#### **Authorized Retention:**

***Retain the three most recent renewals for three (3) years from the end of the last renewal period.***

~~Retain the data (whether on-line or on a security backup media) within the electronic database for one (1) calendar year from the next renewal cycle.~~

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing.

#### **Justification for Modification of RDA 2004050:**

After a review from the agency, it was determined that if a certificate is not renewed, they would have up to three years to renew without having to reapply per NRS 450B. Since they require an additional year of retention than the General Schedule series 2014205 Licensing: Professional and Occupational Licensing – Renewals, a two-year retention would not be adequate.

**H. Title:** *Emergency Medical Services (EMS) Certification Files*

**RDA:** 2004041

#### **Description:**

~~This record series documents~~ ***These records document*** the application ***or renewal*** for permit, licensure, and/or certification for all categories of emergency medical technicians, firemen, ambulance attendants, and first responders pursuant to NRS Chapter 450B and NAC Chapter 450B. The files may contain but are not limited to: ~~Applications, with associated documentation including renewal forms, with supportive records; Training Completion Reports (original and renewals); Copies of certifications and/or licenses; Copy of fingerprint cards (ambulance attendant); Copy of current CPR training cards (ambulance attendant); DMV license checks (ambulance attendant);~~ ***associated documentation, and related correspondence.***

#### **Authorized Retention:**

~~Retain the core application documents and the documentation for the last three most current renewal cycles for a period of three (3) calendar years after expiration, revocation, or suspension of the certification, permit, or license. See NRS 11.190(3)(d) and NAC Chapter 450B.~~ ***375***

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### **Recommended Disposition:**

Destroy Securely

### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

### **Agency review:**

The appraisal is supported by the Records Officer for the Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing.

### **Justification for Modification of RDA 2004041:**

After a review from the agency, it was determined that if a certificate is not renewed, they would have up to three years to renew without having to reapply per NRS 450B. Since they require an additional year of retention the General Schedule series 2014205 Licensing: Professional and Occupational Licensing – Renewals, a two-year retention would not be adequate.

### **Discussion and Vote:**

The proposals in Attachment C were approved as presented. The motion for item 1 was made by Kathryn Etcheverria and the second was by Alisanne Maffei. Kim Perondi abstained from voting on item 1; the remaining votes were unanimous for the members present. The motion for item 2 was made by Alisanne Maffei and the second was by Tammy Westergard. Kim Perondi was included in the vote for item 2; the vote was unanimous for the members present.

## **6: Attachment D. Proposed Deletion RDAs for Agency Specific Records Retention Schedules**

### **1. Health Division: Bureau of Health Statistics, Planning, Epidemiology and Response: Emergency Medical Services Licensing**

#### **A. Title: EMS Disciplinary Files**

**RDA: 2004044**

### **Description:**

~~This record series documents the investigation process and any resulting disciplinary action conducted by the Bureau per NRS Chapter 450B.120 and NAC Chapter 450B (see especially NAC 450B.650 to 450B.695). The files may contain, but are not limited to: Complaints with supportive documentation; Staff reports; Notice of rejection or other action (see NRS 450B.120 and NAC 450B.710); Investigative reports with attached documentation; Decision letters; Right of appeal documentation (for example, see NAC 450B.710, 450B.300, 450B.395); Related correspondence.~~

### **Authorized Retention:**

~~Retain these records for a period of three (3) calendar years from the date of the resolution or finalization of the disciplinary action.~~

### **Recommended Disposition:**

Destroy Securely

### **NSLAPR staff recommendation:**

Delete this RDA

### **Agency review:**

The appraisal is supported by the Records Officer for the Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing

### **Justification for Deletion of RDA 2004044:**

## Attachment A1

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It is recommended this record series be deleted and the agency follow one or more of the following, as applicable: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

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| <b>Discussion and Vote:</b> |
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| The proposals in Attachment D were approved as presented. The motion was made by Alisanne Maffei and the second was by Kathryn Etcheverria. The vote was unanimous. |
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#### **7: Attachment E. Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule**

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| <b>Discussion and Vote:</b> |
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| As there were no action items, there was no discussion or vote. |
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#### **8: Discuss future agenda items**

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| <b>Discussion:</b> |
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| The Committee discussed future agenda items to be brought before the Records Committee in a future meeting: Parole Commission, Conservation and Natural Resources: Bureau of Air Quality and Planning, and Department of Corrections. |
|---|

#### **9: Public Comment**

Sara Martel announced that the IPS supervisor position is open and competitive. Sara encouraged anyone interested to apply. Kim Perondi announced that she might have information on a replacement for Kathryn Etcheverria by the next meeting.

#### **10: Determine time of next meeting**

The next meeting will be held March 11, 2020 at 1:15 pm in the Nevada State Library and Archives Board Room. Tentative dates of March 12, 2020 and March 13, 2020 were announced if the original date does not allow for a quorum.

#### **11: Adjourn**

The meeting was adjourned at 1:36 pm by the Chair, Kim Perondi.

**Attachment A2**  
**Meeting Minutes for Approval**  
*The Committee to Approve Schedules for the*  
*Retention and Disposition of Official State Records*  
*The “State Records Committee”*  
**Minutes for May 13, 2020**

**1: Call to Order, Welcome, Roll Call**

The meeting was called to order at 1:15 pm. The meeting was held through teleconference per Governor Sisolak’s issued [Declaration of Emergency Directive 006](#) regarding open meetings during the COVID-19 pandemic.

**Committee Members:**

**Kimberley Perondi**, for Barbara K. Cegavske, Secretary of State – Present

**Gerald Lindsay**, Governors Appointee – Present

**Harry B. Ward**, for Aaron Ford, Nevada Attorney General – Present

**Tammy Westergard**, Division Administrator, Nevada State Library, Archives and Public Records – Present

**Maureen Martinez**, for Laura Freed, Director for the Department of Administration – Excused

**Alisanne Maffei**, for David Haws, Administrator, Enterprise Information Technology Services – Present

**Staff:**

**Sara Martel**, State Records Manager, Nevada State Library, Archives and Public Records – Present

**Bobbie Church**, Senior Records Analyst, Nevada State Library, Archives and Public Records – Present

**Heather Hahn**, Senior Records Analyst, Nevada State Library, Archives and Public Records – Present

**Lewis Martin**, Administrative Assistant II, Nevada State Library, Archives and Public Records – Present

**Guests Present:**

**Allondra Thibault**, Parole Board Records Supervisor, Department of Public Safety – Parole Board – Present

**Scott Anderson**, Secretary of State – Present

**Kathryn Etcheverria**, Former Governor’s Appointee – State Records Committee – Present

**2: Public Comment**

**Comment may be limited to 5 minutes at the discretion of the Chair.**

Kim Perodi thanked Kathryn Etcheverria for her service as a member of the Committee.

**3: Attachment A. Review and Approve the Minutes for February 12, 2020**

|   |
|---|
| <b>Discussion and Vote:</b>   |
| The Committee voted to table the February minutes until the next meeting. We did not have a quorum present at this meeting that was also present at the February meeting to vote to approve the minutes. It was discussed that Ian Carr would need to be present at the next meeting to approve the February minutes. |

## Attachment A2

### Meeting Minutes for Approval

#### 4: Attachment B. Proposed New RDAs for Agency Specific Records Retention Schedules

##### 1. State Board of Parole Commissioners

###### **A. Title: *Parole Board – Lifetime Supervision Files***

**RDA: 2019008**

###### Description:

*These records document hearings to set and appeal conditions of lifetime supervision in accordance with NRS Chapter 213. The records may include but are not limited to: agendas, packets of supporting documentation for the Board members, Certificate of Board of Parole Commissioners Action forms, Parole Board Hearing Checklist, Parole Success Likelihood Factors forms, Board of Parole Commissioners Conditions Memo, Panel Recommendations, Appeal forms, Release of Lifetime Supervision Certificates, Court Ordered Removal of Lifetime Supervision, Amended Judgment of Conviction, Death Certificates, associated documentation, and related correspondence.*

###### Authorized Retention:

*Retain for eighty-five (85) calendar years from the end of the calendar year in which the parole enters the lifetime supervision.*

###### Recommended Disposition:

*Destroy Securely*

###### **NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

###### **Agency review:**

The appraisal is supported by the Records Officer for the State Board of Parole Commissioners.

###### **Justification for New RDA 2019008:**

Currently, a records series does not exist for these records. The retention period covers the life span of the offender from the time that they enter lifetime supervision, not from birth. This is consistent with the retention period of other Public Safety retention schedules related to offender records (reference RDA 2012026: Sexual Offender Registry Records). A separate series is being created for records of parolees that are deceased or removed from supervision.

###### **B. Title: *Parole Board – Lifetime Supervision Files - (removed or deceased)***

**RDA: 2019009**

###### Description:

*These records document a parole that was removed from lifetime supervision by a court order to or death of the individual. The records may include but are not limited to: agendas, packets of supporting documentation for the Board members, Certificate of Board of Parole Commissioners Action forms, Parole Board Hearing Checklist, Parole Success Likelihood Factors forms, Board of Parole Commissioners memo, Panel Recommendations, Appeal forms, Release of Lifetime Supervision Certificates, Court Ordered Removal of Lifetime Supervision, Amended Judgment of Conviction, Death Certificates, associated documentation, and related correspondence.*

###### Authorized Retention:

*Retain for six (6) calendar years from court order to remove lifetime supervision or death of the individual.*

###### Recommended Disposition:

*Destroy Securely*

###### **NSLAPR staff recommendation:**

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The retention period meets administrative and legal values.

#### Agency review:

The appraisal is supported by the Records Officer for the State Board of Parole Commissioners.

#### Justification for New RDA 2019009:

Currently there is not a series for these records. After a ten-year period of lifetime supervision, a petition may be made for its removal. The agency has indicated that it is not necessary to keep the files of a parolee that is no longer on lifetime supervision or deceased parolee longer than the six-year period.

#### Discussion and Vote:

The proposals in Attachment B were approved as presented. The Committee discussed adding more detail to the justification for item 1A for better clarification. The justification for item 1A was updated per the request of the chair to include, "This is consistent with the retention period of other Public Safety retention schedules related to offender records (reference RDA 2012026: Sexual Offender Registry Records)." Item 1A was still voted on as edits to the justification do not need the Committee's approval. The motion was made by Harry Ward and the second was by Alisanne Maffei. The vote was unanimous.

### 5: Attachment C. Proposed Modification RDAs for Agency Specific Records Retention Schedules

#### 1. State Board of Parole Commissioners

**A. Title:** Parole Board - Parole Hearings ~~Discharged Files (Board Working Files)~~

**RDA:** 2004176

#### Description:

~~This records series documents the issuance or denial of~~ **consideration** for parole in accordance with NRS Chapter 213. The files may contain but are not limited to: certificate of Board of Parole Commissioners Action forms,; Parole Board Hearing Checklist,; ~~Parole Success Likelihood Factors forms; Board of Parole Commissioners Orders; Panel Recommendations,~~ **hearing agendas, packets of supportive documentation, associated documentation, and related correspondence.** ~~and related documentation.~~

#### Authorized Retention:

Retain ~~these records~~ for a period of six (6) calendar years **end of the calendar year in which all current sentences have expired, is invalidated or the death of the individual.** ~~from the date of Board Action.~~

#### Recommended Disposition:

Destroy securely

#### NSLAPR staff recommendation:

The retention period meets administrative and legal values.

#### Agency review:

The appraisal is supported by the Records Officer for the State Board of Parole Commissioners.

#### Justification for Modification of RDA 2004176:

Staff recommends removing "from the date of Board Action." and replacing it with "in which the sentence is invalidated, expired or the death of the individual." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

**B. Title:** Parole Board – Parole ~~Orders~~ ~~Hearings~~

**RDA:** 2006122

#### Description:

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~~This records series documents~~ ***These records document orders given from*** hearings held to determine parole in accordance with NRS Chapter 213. ~~The files may contain:~~ ***The records may include but are not limited to: Board of Parole Commissioners Orders, Factors Sheet, Parole and Probation report packets of supportive documentation, associated documentation, and related correspondence.*** ~~Hearing agendas, ratification of agendas, minutes, packets of supportive documentation for Board members, related correspondence and similar documentation~~

#### Authorized Retention:

Retain ~~these records~~ for a period of six (6) calendar years from the ***end of the calendar year in which all current sentences have expired, is invalidated or the death of the individual.*** ~~date of parole or prison discharge.~~

#### Recommended Disposition:

Permanent: Transfer to State Archives

#### **NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the State Board of Parole Commissioners.

#### **Justification for Modification of RDA 2006122:**

Per the State Archivist, the items of archival value have been added to the description of this series. The items that do not hold archival value will be filed under series number RDA 2006123 Parole Board - Violations Hearings. Staff recommends removing "date of parole or prison discharge." and replacing it with "end of the calendar year in which the prisoner is paroled or discharged." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

**The Board of Parole Commissioners is not classified as a "public body" (NRS 241.015) by the Attorney General's Office "Nevada Open Meeting Law Manual" and so the General Records Retention and Disposition Schedules do not cover these records. It is recommended that these files be transferred to the Archives after a period of six years -- which is the longest Statute of Limitation in NRS 11.190 (1).**

**C. Title:** Parole Board - Violations Hearings

**RDA:** 2006123

#### Description:

~~This records series documents~~ ***These records document hearings held to determine*** ~~hearings conducted on parole violations in accordance with NRS Chapter 213.~~ ***The records may include but are not limited to: hearing agendas, supporting materials for Board members, Certifications of Action, Warrants to Retake, Violation Reports, associated documentation, and related correspondence.*** ~~The files may contain: agenda, hearing minutes, supportive documentation, related correspondence and similar documentation.~~

#### Authorized Retention:

Retain ~~these records~~ for a period of six (6) calendar years from the ***end of the calendar year in which all current sentences have expired, is invalidated or the death of the individual.*** ~~date of parole or prison discharge~~

#### Recommended Disposition:

Permanent: Transfer to State Archives ***Destroy Securely***

#### **NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the State Board of Parole Commissioners.

#### **Justification for Modification of RDA 2006123:**

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Per the State Archivist, the items of archival value have been added to the description of series RDA 2006122 Parole Board – Parole Orders. The items that do not hold archival value will be filed under this series number and the proposed retention change to 6 years. Staff recommends removing “date of parole or prison discharge.” and replacing it with “end of the calendar year in which all current sentences have expired, is invalidated or the death of the individual.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**The Board of Parole Commissioners is not classified as a "public body" (NRS 241.015) by the Attorney General's Office "Nevada Open Meeting Law Manual" and so the General Records Retention and Disposition Schedules do not cover these records. It is recommended that these files be transferred to the Archives after a period of six years -- which is the longest Statute of Limitation in NRS 11.190 (1).**

#### 2. Conservation and Natural Resources: Bureau of Safe Drinking Water

**A. Title:** ~~AB 498 and CDBG Files~~ *Grant Proposal Review Files*

**RDA:** 2003081

##### Description:

~~*These records document the*~~ This records series is used to review ~~of~~ grant applications ~~to the~~ under the 1991 AB 498 (Statutes of Nevada Chapter 559 "Board for Financing Water Projects, ") and the authority of pursuant to NRS 349.961, as well as the review of grant applications from the Economic Development Commission, Community Development Block Grant Program (CDBG), ~~or any other granting agency whose~~ which involve water projects ~~which involve~~ *affects drinking water*. Staff review the grant applications for their impact of drinking water laws and regulations. The ~~records~~ files may include but are not limited to: ~~Copy of grant applications;~~ Reports to the granting authority, *associated documentation*, and ~~R~~related correspondence.

##### Authorized Retention:

Retain ~~records~~ for three (3) fiscal years from the end of the fiscal year *in which the final review was submitted to the grantor.* ~~to which they pertain~~

##### Recommended Disposition:

Destroy Securely

##### NSLAPR staff recommendation:

The retention period meets administrative and legal values.

##### Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

##### Justification for Modification of RDA 2003081:

Staff recommends removing “to which they pertain.” and replacing it with “in which the review was submitted” while removing “records” in the retention statement to make a more defined and accurate trigger event. Staff recommends changes to the title and expanding the description to more comprehensively identify the record types that may be created/collected in the process of the review process.

**B. Title:** Clearinghouse and Environmental *Engineering Proposal* Review Files

**RDA:** 2003082

##### Description:

~~*These records document the engineering proposal reviews*~~ This records series is used to review grant proposals sent from the Department of Administration, Budget and Planning Division, Clearinghouse and Planning Program, or environmental assessments from other sources. The Bureau receives these review requests and comment ~~as to the~~ of impact ~~on~~ of water systems. The files may consist of but are not limited to: Copies of grant applications; ~~The records may include but are not limited to:~~ summary of the projects, Form response letters; ~~Emails with and without comments; Comment letters files, and;~~ *associated documentation*, and ~~R~~related correspondence.

##### Authorized Retention:

The Committee to Approve Schedules for the Retention and Disposition of Official State Records  
Agenda #4 May 13, 2020 Minutes for Approval

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Retain ~~these records for a period of one (1) calendar~~ **three (3) fiscal** years from the end of the ~~calendar~~ **fiscal** year *in which the review was submitted.* to which they pertain.

#### Recommended Disposition:

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

#### **Justification for Modification of RDA 2003082:**

During a review with the agency the proposed increase in the retention period was discussed and is based on the fiscal audit requirements of LCB Audit (and other entities) as well as the Nevada Statute of Limitations for fraud or mistake found in NRS 11.190 (3)(d). Staff recommends removing “to which they pertain.” and replacing it with “in which the review was submitted” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**C. Title:** Environmental Laboratory Records

**RDA:** 2005063

#### Description:

~~This record series~~ **These records** documents the application and certification of environmental laboratories for analysis of drinking water, ~~and~~ wastewater, **hazardous waste, and mining** in accordance with NRS 445A.860 to 445A.863, NAC Chapter 445A, 40 CFR Parts 136 and 141 and the Safe Drinking Water Act (See 42 U.S.C. § 300g-9 and 300j-12). ~~The files may contain, but are not limited to:~~ **The records may include but are not limited to:** (a) applications, renewal applications, receipts, laboratory performance data (See NAC 445A.54268), statement of deficiencies, inspection reports, on-site assessments, corrective action plans, revocation/suspension documentation, ~~(hearing records and supportive documentation) and related correspondence;~~ (b) laboratory standard operating procedures, quality assurance plans, ~~and similar documents (See NAC 445A.54278);~~ (c) personnel information ~~(resumes, copies of diplomas & certifications, personnel lists, etc.);~~ copies of transcripts, **associated documentation, and related correspondence.** ~~and similar documents.~~

#### Authorized Retention:

Retain documents described in item (a) of the description for a period of ten (10) ~~Retain for twelve (12)~~ calendar years from the ~~date~~ **end of the calendar year in which the certification expired, was revoked, or suspended.** ~~of the expiration, revocation or suspension of the certification. Retain documents described under item (b) until superseded with a newer version. Retain documents described under item (c) until the certification or renewal process has been completed.~~

#### Recommended Disposition:

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

#### **Justification for Modification of RDA 2005063:**

The retention for this series was changed from ten years to twelve years per 40 CFR 142.14(d)(15) in the November 14, 2012 State Records Committee meeting. Due to an oversight it was not reflected in the schedule. The description of this series was changed to include documentation that further illustrate certification status and scope of laboratories

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referenced in the series. The series has three retentions listed, however the Bureau indicated that they keep the file in its entirety for the federal mandated retention period. Staff recommends removing the lettering in the retention and the description resulting in a more defined and accurate trigger event.

**D. Title:** Environmental Laboratory Records - Denied (Never Certified)

**RDA:** 2005064

#### Description:

***These records document*** ~~This record series documents~~ the applications that were denied (never certified) to environmental laboratories for the analysis of drinking water, ~~and wastewater,~~ ***hazardous waste, and mining.*** NRS 445A., NAC Chapter 445A, 40 CFR Parts 136 and 141, and the Safe Drinking Water Act (42 U.S.C. § 300g-9 and 300j-12). ***The records may include but are not limited to:*** ~~The files may contain, but are not limited to: (a) applications, receipts, laboratory performance data (See NAC 445A.54268), inspection reports, on-site assessments, re-applications, (See NAC 445A.54284) & associated documentation and related correspondence; (b) personnel information, (resumes, copies of diplomas & certifications, personnel lists, etc); copies of transcripts, ***associated documentation, and related correspondence.*** ~~and similar documents.~~~~

#### Authorized Retention:

Retain ~~documents described in item (a) of the description for a period of three (3) calendar years from the~~ ***end of the calendar year*** ~~date of the last action in the record file (See NAC 445A.54282). Retain documents described under item (b) until the application process has been completed.~~

#### Recommended Disposition:

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

#### **Justification for Modification of RDA 2005064:**

The series has two retentions listed; the Bureau indicated that they keep the file in its entirety for the full retention period. Staff recommends removing the lettering in the retention and the description resulting in a more defined and accurate trigger event.

**E. Title:** *Environmental Protection Agency (EPA)* Quarterly and Annual Reports

**RDA:** 2003105

#### Description:

***These records*** ~~This records series is used to document and administrate the Safe Drinking Water Act reporting requirements as detailed in 40 CFR 142.15 and elsewhere. The records may include but are not limited to: The files may consist of: (a) Quarterly reports of (1) new violations, (2) new enforcement actions, and (3) notification of variances and exemptions; (b) Annual~~ ***work plan*** ~~reports of (1) additions and corrections to the inventory of public water systems, and (2) a summary~~ ***summaries*** ~~of the variances and exemptions, and; (c) Special reports, including (1) those related to the Surface Water Rule (40 CFR 142.15 (e)); (2) total coliforms, (3) Quarterly reports, on lead and copper, and many others, as well as; (d) printouts from the SDWIS database, ***associated documentation, and*** ~~related correspondence. and similar documents.~~~~

#### Authorized Retention:

Retain for ~~a period of five (5)~~ ***forty (40)*** calendar years from the end of the calendar year ***in which the report was submitted.*** ~~to which they pertain.~~

#### Recommended Disposition:

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~~Destroy Securely~~ Permanent Transfer to State Archives

#### NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

#### Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

#### Justification for Modification of RDA 2003105:

The recommended disposition is a result of a review by the State Archivist who has determined that these are federal reports and do not hold historical value. With the change in disposition the Bureau determined the 40 years is based on the longest retention time in 40 CFR 142.14 and the reports are a summary of program activities associated with 40 CFR 142.14. Staff recommends removing “to which they pertain.” and replacing it with “in which the review was submitted” while removing “a period of” in the retention statement to make a more defined and accurate trigger event.

**F. Title:** Potable Water Haulers (Trucks)

**RDA:** 2003106

#### Description:

~~This records series is used to document the review and issuing process for permits to haul potable water in accordance with NAC 445A.67275 et seq. The files may contain, but are not limited to:~~ ***The records may include but are not limited to:*** Applications, with associated documentation; Copy of permits; Inspection reports; Orders for corrective action with related documents, ***associated documentation***, and; Related correspondence.

#### Authorized Retention:

Retain ~~these records~~ for five (5) fiscal years from the end of the fiscal year ***in which the permit expired.*** ~~to which they pertain.~~

#### Recommended Disposition:

Destroy Securely

#### NSLAPR staff recommendation:

The retention period meets administrative and legal values.

#### Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

#### Justification for Modification of RDA 2003106:

Staff recommends removing “to which they pertain.” and replacing it with “in which the permit expired.” while removing “these records” in the retention statement to make a more defined and accurate trigger event.

**G. Title:** ***Engineering:*** Public Water System Files

**RDA:** 2003107

#### Description:

~~This records series is used to document the State's oversight functions of public water systems as the primacy agency for the Federal Safe Drinking Water Act (and other related acts), established by 42 U.S.C. § 300g-2 et seq. and 40 CFR Parts 141 and 142. The files may contain, but are not limited to:~~ ***The records may include but are not limited to:*** Applications for use of a potable water truck; engineering plan review documents with supportive records (see NRS 445A.885 and 445A.920); Permit information; Operation and maintenance plans; Emergency response plans; Cross-connection control plans; Ownership information; Site location information; Decisions and determinations regarding surface water treatment rules (see 40 CFR 142.14 (a)(4)(ii) and 142.14 (a)(4)(iii)), ***associated documentation***, and; Related correspondence.

#### Authorized Retention:

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Retain ~~records of inactivated public water systems~~ for forty (40) calendar years from the end of the calendar year in which *the file becomes* they were inactivated.

#### **Recommended Disposition:**

Permanent: Transfer to State Archives

#### **NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

#### **Justification for Modification of RDA 2003107:**

The application for potable water trucks is retained in this series and is being moved from RDA: 2003106 the agency indicated they retain them for the 40-year retention in accordance with 40 CFR 142.14. Staff recommends removing “records of inactivated public water systems.” to make a more defined and accurate trigger event.

**H. Title:** Public Water System Files: Bacteriological Report File

**RDA:** 2003101

#### **Description:**

***These records*** ~~This records series~~ consist of bacteriological analysis reports on water quality for public water systems (See 40 CFR 142.14 (a)). ~~The records consist of~~ ***The records may include but are not limited to:*** laboratory reports of microbiological analysis for the which are absent of bacteria, ***associated documentation, and related correspondence.***

#### **Authorized Retention:**

Retain ~~these records~~ for five (5) calendar years from the end of the calendar year *in which the report was submitted.* to which they pertain. Reference: 40 CFR 142.14 (a) and 40 CFR 141.33 (a).

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

#### **Justification for Modification of RDA 2003101:**

Staff recommends removing “to which they pertain.” and replacing it with “in which the report was submitted.” while removing “these records” in the retention statement to make a more defined and accurate trigger event. Reports that have positive results for bacteria are under RDA 2013005.

**I. Title:** Public Water System Files: Chemical and Turbidity Reports

**RDA:** 2003102

#### **Description:**

***These*** ~~This records series~~ consists of chemical and turbidity analysis reports on water quality for public water systems (see 40 CFR 142.14 (a)). The records may include but are not limited to: ~~chemical water quality analyses (see 40 CFR 142.14 (a)(4)(C)(1));~~ Turbidity reports; ~~Decisions made in accordance with 40 CFR Part 141,~~ ***associated documentation,*** and; ~~R~~related correspondence.

#### **Authorized Retention:**

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Retain ~~these records for a period of~~ twelve (12) calendar years from the end of the calendar year *in which the report was filed.* ~~to which they pertain.~~

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

#### **Justification for Modification of RDA 2003102:**

Staff recommends removing “to which they pertain.” and replacing it with “in which the report was filed” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**J. Title:** Public Water System Files: Compliance Monitoring Records

**RDA:** 2013005

#### **Description:**

These records document the compliance monitoring of public water systems (see 40 CFR 142.14 (d)). The ~~files~~ **records** may include but are not limited to: sanitary surveys,; approvals,; enforcement actions,; vulnerability determinations,; ~~Source Water Assessment~~ files,; monitoring records (waiver determinations),; annual certifications,; **variances and exemptions (NRS 445A.935), associated documentation,** and related correspondence.

#### **Authorized Retention:**

Retain ~~these records for a period of~~ fifty (50) calendar years from the *end of the calendar year in which the record is received.* ~~receipt or creation of the information.~~

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

#### **Justification for Modification of RDA 2013005:**

Staff recommends removing “receipt or creation of the information.” and replacing it with “end of the calendar year in which the record is received.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**K. Title:** Public Water System Files: Consumer Confidence Reports

**RDA:** 2003103

#### **Description:**

~~These records~~ This records series consists of ~~copies of~~ "Consumer Confidence Reports" from community water systems and certifications as required by 40 CFR 141.155 (c). **The records may include but are not limited to:** ~~The files contain, but are not limited to:~~ Consumer Confidence Reports,; ~~Original~~ certifications (that the report has been distributed to their customers),; ~~Reports of violations,~~ **associated documentation,** and; ~~Related~~ correspondence.

#### **Authorized Retention:**

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Retain ~~these records for a period of five (5) calendar years from the end of the calendar year~~ *in which the report was submitted to the Bureau.* ~~to which they pertain.~~

#### **Recommended Disposition:**

Permanent: Transfer to State Archives

#### **NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

#### **Justification for Modification of RDA 2003103:**

Staff recommends removing “to which they pertain.” and replacing it with “year in which the report was submitted.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**L. Title:** Public Water System Files: Incomplete or Denied

**RDA:** 2013007

#### **Description:**

These records document applications and plans that were incomplete and/or denied (see NRS 445A.885 and 445A.920). The ~~records files~~ may include but are not limited to: ~~Applications, and plans, blueprints, etc.~~ (see NRS 445A.885 and 445A.920); ownership information; operator information; operation and maintenance plans; emergency response plans; determination and appeal documentation; **associated documentation**, and related correspondence.

#### **Authorized Retention:**

Retain ~~these records for a period of three (3) calendar years from the end of the calendar year~~ in which final action was taken.

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

#### **Justification for Modification of RDA 2013007:**

Staff recommends removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**M. Title:** Public Water System Files: Variances and Exemptions

**RDA:** 2003112

#### **Description:**

~~This~~ **These** records series consists of copies of **recommendations to the State Environmental Commission** for the variances and exemptions granted to public water systems by the State Environmental Commission (see 40 CFR 142.14 (e)). ~~The files may contain, but are not limited to:~~ **The records may include but are not limited to:** A copy of the **recommendations** for variances, or exemptions, with associated **documentation, attachments**, and; related correspondence (NRS 445A.935 and NAC 445A.487-491).

#### **Authorized Retention:**

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Retain for a period of five (5) calendar years from the *end of the calendar year in which the expiration of the variance or exemption expired.*

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

#### **Justification for Modification of RDA 2003112:**

Staff recommends removing "expiration of the." and replacing it with "end of the calendar year in which the...expired" while removing "a period of" in the retention statement to make a more defined and accurate trigger event.

**N. Title:** *Safe Drinking Water Act (SDWA) Program Files*

**RDA:** 2003115

#### **Description:**

~~This records series is used to~~ ***These records*** document the Safe Drinking Water Act (SDWA) state primacy responsibility and requirements as outlined in 42 U.S.C. § 300g-2, 40 CFR 142.10, 142.11 and 142.16. ~~The files may consist of, but are not limited to:~~ ***The records may include but are not limited to:*** Safe Drinking Water / EPA (Federal Environmental Protection Agency) agreement with coversheet & attachments; State application with related documentation (see 40 CFR 142.11 (a)); State SDWA policy and procedures, ~~(including enforcement procedures)~~; state plan for provision of water under emergency conditions (40 CFR 142.10 (a)(5)); State Plan for Sanitary Surveys (40 CFR 142.16 (b)(3)); EPA Determination ~~(that the state has met all requirements for the SDWA)~~, ***associated documentation***, and; related correspondence.

#### **Authorized Retention:**

Retain for a period of ten (10) ***twelve (12)*** calendar years from the end of the calendar year in which they are superseded by an updated plan or agreement.

#### **Recommended Disposition:**

Permanent: Transfer to State Archives

#### **NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

#### **Justification for Modification of RDA 2003115:**

A review by the Bureau determined that the retention period of twelve years is the current requirement for this series per 40 CFR 142.14(d). The retention is being modified to align this requirement. Staff recommends removing "a period of" in the retention statement to make a more defined and accurate trigger event.

**O. Title:** Water Operators Certification File: Incomplete and/or Withdrawn

**RDA:** 2013009

#### **Description:**

~~This records series is used to~~ ***These records*** document the applicants for operators of water systems that submitted incomplete applications or that withdrew their applications. ~~(See 40 CFR 142.14 (d)(12)(iv), 40 CFR 142.16 (h)(2), NRS 445A.875 et seq. and NAC 445A.617 to 445A.652). The files may contain, but are not limited to:~~ ***The records may***

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~~include but are not limited to: Applications, with associated documentation; Examinations, test scores and related records, associated documentation, and; related correspondence.~~

#### **Authorized Retention:**

Retain ~~these records~~ for a period of three (3) calendar years from the ***end of the calendar year in which*** ~~date of the last action in the file occurred.~~

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

#### **Justification for Modification of RDA 2013009:**

Staff recommends removing “date of” and replacing it with “end of the calendar year in which the” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**P. Title:** Water Operators Certification Files: Denied and/or Disciplinary Actions

**RDA:** 2013010

#### **Description:**

~~This records series is used to~~ ***These records*** document the operators of water systems whose certifications were revoked due to disciplinary action or denied by agency determination (See 40 CFR 142.14 (d)(12)(iv), 40 CFR 142.16 (h)(2), NRS 445A.875 et seq. and NAC 445A.617 to 445A.652). ~~The files may contain,~~ ***The records may include*** but are not limited to: ~~Copies of the certification file documents, disciplinary action records, including copies of criminal history records, and court documents,~~ ***associated documentation,*** and related correspondence.

#### **Authorized Retention:**

Retain ~~these records~~ for a period of ***sixty (60) years from the end of the calendar year in which the certification was revoked or denied.***

~~one hundred (100) years from the birth date or until the known death of the individual, whichever occurs first.~~

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

#### **Justification for Modification of RDA 2013010:**

These licenses are essential to safeguard the health and safety of the public. Career span for a water operator begins at 18 years of age and can span sixty years. The retentions in these series will allow for tracking and monitoring over the career lifetime of the licensee. Operators could have multiple types of certifications for treatment and/or wastewater which can be held concurrently. The extended retention is intended to prevent a revoked licensee returning to the Water Operator service. Staff recommends removing “one hundred (100)” and “the birth date or until the known death of the individual, whichever occurs first.” and replacing it with “sixty (60)... the end of the calendar year in which the certification was revoked or denied.” while removing “these records” and “a period of” in the retention statement to make a more

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defined and accurate trigger event. This will enable the agency or board to monitor for repeat offenders and respond to requests from other states.

**Q. Title:** Engineering Log *Report*

**RDA:** 2003083

#### Description:

This records series *contains reports to various entities of* ~~is a computer software program used to reference information and monitor the receipt of maps and payment of fees associated with the review of subdivision plans.~~ *The records may include but are not limited to: reports to counties, municipalities, or private entities of current status, associated documentation, and related correspondence.* ~~Data includes the name of the project, site address, code number (alpha numeric code assigned to the plans when they are received using a county code, a sequential number and fiscal year designation such as DO-0361-03), engineering company, project type, project code, receipt data for fees collected, date received, date assigned to Bureau, date of response to the plan review, status of review (approved, disapproved/denied, awaiting response), a note field and fields for resubmit.~~

#### Authorized Retention:

~~Update the database as needed~~ *Retain for forty (40) calendar years from the end of the calendar in which the report was created.*

#### Recommended Disposition:

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

#### **Justification for Modification of RDA 2003083:**

Staff recommends removing "Update the database as needed." and replacing it with "Retain for forty (40) calendar years from the end of the calendar in which report was created." in the retention statement to make a more defined and accurate trigger event. The retention corresponds to the retention for the water system in 2003107 "Public Water System Files" for its historical value of the system while the records are in the custody of the agency the State Archives has reviewed and they do not have archival value.

#### **Discussion and Vote:**

After the agenda was posted and before the meeting took place, Conservation and Natural Resources: Bureau of Safe Drinking Water requested for item 2E to be tabled. The proposals in Attachment C were approved as presented. The motion was made by Harry Ward and the second was by Alisanne Maffei. The vote was unanimous. The vote originally missed item 1C, however the vote was corrected with the unanimous approval.

### **6: Attachment D. Proposed Deletion RDAs for Agency Specific Records Retention Schedules**

#### **1. Conservation and Natural Resources: Bureau of Safe Drinking Water**

**A. Title:** ~~Private Well Lab Reports~~

**RDA:** 2003140

#### Description:

~~This records series contains copies of reports from laboratories on water samples of private wells. The Bureau has no jurisdiction over private wells but retains these records as a public service.~~

#### Authorized Retention:

~~Retain these records for three (3) calendar years from the end of the calendar year to which they pertain.~~

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#### **Recommended Disposition:**

~~Destroy~~

#### **NSLAPR staff recommendation:**

Delete this RDA

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

#### **Justification for Deletion of RDA 2003110:**

Staff recommends removing this series the reports are not under the Bureau's jurisdiction therefore not a state record subject to retention. Staff has advised the agency of the liability of keeping the records.

**B. Title:** ~~Public Water System Files: Superseded Records~~

**RDA:** 2013038

#### **Description:**

~~These records are documents that have been superseded and are no longer needed (See RDA 2003 107). The files may contain, but are not limited to: Applications and approved plans, engineering designs, etc. (see NRS 445A.885 and 445A.920); permit information; operation and maintenance plans; emergency response plans; cross connection control plans; ownership information; site location information; decisions and determinations (see 40 CFR 142.14 (a)(4)(i) and 142.14 (a)(4)(iii)); and Related correspondence.~~

#### **Authorized Retention:**

~~Retain superseded documents for twelve (12) calendar years from the end of the calendar year to which they pertain.~~

#### **Recommended Disposition:**

~~Permanent: Transfer to State Archives~~

#### **NSLAPR staff recommendation:**

Delete this RDA

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

#### **Justification for Modification of RDA 2013038:**

Staff recommends this series be deleted, it contains proposed engineering projects that had an increase in scope and had to be resubmitted to the agency as a new engineering project. Per State Archivist only the final project plans are to be archived in RDA 2003107 Engineering: Public Water System Files.

#### **Discussion and Vote:**

The proposals in Attachment D were approved as presented. The motion was made by Harry Ward and the second was by Jerry Lindsay. The vote was unanimous.

### **7: Attachment E. Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule**

#### **Discussion and Vote:**

As there were no action items, there was no discussion or vote.

### **8: Discuss future agenda items**

#### **Discussion:**

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The Committee discussed future agenda items to be brought before the Records Committee in a future meeting: Health and Human Services - Public and Behavioral Health - Environmental Services, Health and Human Services - Public and Behavioral Health - Clinical Services.

#### **9: Public Comment**

There was no public comment made and no comments were submitted by email.

#### **10: Determine time of next meeting**

The next meeting will be held June 10, 2020 at 1:15 pm in the Nevada State Library and Archives Board Room, unless COVID-19 requirements require the Committee to meet through teleconference.

#### **11: Adjourn**

The meeting was adjourned at 1:59 pm by the Chair, Kim Perondi.

Attachment B  
Proposed New RDAs for Agency Specific Records Retention Schedules

**There are no proposed new RDAs for Agency Specific records retention schedules in this agenda.**

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

#### 1. Department of Human Resources Management, Central Payroll

A. Title: Deduction Input Documents

RDA: 1988247

**Description:**

These records document deductions to employees' payroll. ~~This includes all forms used to input information into the system for a payroll deduction, including, without limitation:~~ **The records may include but are not limited to:** authorization forms for elective deductions, child support deduction records, court execution records, student loans, **associated documentation**, and related correspondence.

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ two (2) calendar years from the end of the calendar year **in which the employee was paid.** ~~to which they pertain.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Payroll.

**Justification for Modification of RDA 1988247:**

Staff recommends the deletion of the procedural information in the description as it is not applicable for records retention. Staff also recommends removing "to which they pertain." and replacing it with "in which the employee was paid" while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

B. Title: Direct Deposit Records

RDA: 2011009

**Description:**

These records document the requests for deposit of payroll, to a banking institution via electronic direct deposit. The records may include but are not limited to: direct deposit forms, payroll reports, **associated documentation**, and related correspondence.

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ four (4) calendar years from the end of the calendar year **in which the funds were deposited.** ~~to which they pertain.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and fiscal needs.

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### Proposed Modification RDAs for Agency Specific Records Retention Schedules

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Payroll.

**Justification for Modification of RDA 2011009:**

Staff recommends the additions to the description to ensure the verbiage encompasses all components of the records series. Staff also recommends removing "to which they pertain." and replacing it with "in which the funds were deposited" while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

**C. Title:** IRS Tax Documentation

**RDA:** 1988245

**Description:**

~~This series includes~~ *These records consist of* all reports and backup *documentation* for reporting to the Internal Revenue Service (*26 CFR 31.6001-5*). The ~~records files~~ may include but are not limited to: Quarterly Return of Withheld *Federal Income Tax (FIT)* and Medicare Tax (941 ~~C E~~); Reportable Fringe Benefits Reports; W-2 Master List and W-2/W-2-C ~~W-4 employer copies~~; levies against employees, ~~and; similar documentation as required by,~~ *associated documentation, and related correspondence.* ~~26 CFR 31.6001-5~~

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ four (4) calendar years *from end of the calendar year of* the tax period ~~concerned~~.

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative, legal, and fiscal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Payroll.

**Justification for Modification of RDA 1988245:**

Staff recommends changes to the description to reflect the records being produced and encompasses all components of the records series more accurately. Staff recommends removing "concerned." and replacing it with "from end of the calendar year of" while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

**D. Title:** Pay Register Report

**RDA:** 1994057

**Description:**

These records document the pay and benefits earned by employees. *The records may include but are not limited to: pay register report, associated documentation, and related correspondence.* ~~The report is a listing by agency of each employee containing information not limited to: Name and personal identifying information of the employee; Agency budget account; Dates worked and work codes; Wage and deduction information and; Leave earned and used.~~

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### Proposed Modification RDAs for Agency Specific Records Retention Schedules

**Authorized Retention:**

Retain ~~these reports~~ for ~~a period of~~ thirty (30) calendar years from the end of the calendar year *in which the transaction occurred.* ~~to which they pertain.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and fiscal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Payroll.

**Justification for Modification of RDA 1994057:**

The description was changed to reflect the record being produced more accurately. Staff recommends removing “to which they pertain.” and replacing it with “in which the transaction occurred” while removing “these reports” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**E. Title:** Payroll Reports

**RDA:** 1996113

**Description:**

These records document reports produced on payroll matters used for administrative purposes. The reports may include but are not limited to: ~~P~~ payroll maintenance reports, ~~; direct deposit reports;~~ deduction reports, ~~; longevity reports;~~ retirement reports, ~~and;~~ employee year to date gross reports, *associated documentation, and related correspondence.*

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) fiscal years from the end of the fiscal year *in which the report was created.* ~~to which the records pertain.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and fiscal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Payroll.

**Justification for Modification of RDA 1996113:**

Staff recommends changes to the description to reflect the records being produced and encompasses all components of the records series more accurately. Staff recommends removing “to which the records pertain.” and replacing it with “year in which the report was created” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

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### Proposed Modification RDAs for Agency Specific Records Retention Schedules

**F. Title:** Time ~~and~~ Pay Maintenance Records

**RDA:** 1996114

**Description:**

~~This record series is used to~~ **These records** document time, leave, and pay adjustments. The ~~files~~ **records** may include but are not limited to: annual ~~L~~leave payouts, ~~;~~ leave adjustments, ~~;~~ retirement adjustments, ~~;~~ pay adjustments, **overpayments, associated documentation,** and ~~;~~ related correspondence.

**Authorized Retention:**

Retain ~~this records series~~ for ~~a period of~~ three (3) fiscal years from the fiscal year **in which the transaction occurred.** ~~to which the records pertain.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and fiscal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Payroll.

**Justification for Modification of RDA 1996114:**

Staff recommends the addition of "Pay" to the title to more accurately reflect the records produced. Staff recommends changes to the description to encompass all components of the records series more accurately. Staff also recommends removing "to which the records pertain." and replacing it with "in which the transaction occurred" while removing "this record series" and "a period of" in the retention statement to make a more defined and accurate trigger event.

## 2. Department of Human Resources Management, Central Records

**A. Title:** Employee Service Jacket

**RDA:** 2003100

**Description:**

~~This record series is~~ **These records document** the official personnel file for those employed by the Executive and Judicial Branches of the State of Nevada (**NAC 284.498(5)**). ~~and retained by the Division of Human Resources Management, Central Records. The files may contain, but are not limited to:~~ **The records may include but are not limited to:** ~~H~~iring documentation including applications with associated **documentation documents;** ~~S~~tate and federal forms, ~~including~~ Employment Eligibility Verification (I-9) **forms, an employee's change of status documentation, Employment Status Maintenance;** ~~Transaction, etc.;~~ ~~D~~isciplinary action documentation, ~~;~~ ~~R~~esignation documentation, ~~;~~ ~~P~~erformance evaluation**s,** training documentation, ~~(See), and;~~ ~~Related~~ **associated documentation, and related** correspondence. ~~NAC 284.498 (5)~~

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ ten (10) calendar years from **the end of the calendar year in which the employee separated from service.** ~~year of separation from service. Records may be purged from the files under the following circumstances: (1) by order of a Nevada Court of record, (2); by order of a hearing officer -- see NRS 284.091 & 284.390, (3); by order of the Employee Management Committee -- see NRS 284.073 (5) and Attorney General Letter of Opinion dated Sept. 29, 1993, (4); by order of stipulation, agreed statement, consent order or default in accordance with NRS 233B.12, (5); the Division~~

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

~~of Human Resource Management may remove any record which they determine by law or regulation should not be filed or any duplications of records, or as ordered by the Personnel Commission, and (6); by order of the Department Director or Agency Administrator in accordance with the instructions found in the Attorney General Letter of Opinion dated Sept. 29, 1993.~~

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Records.

#### **Justification for Modification of RDA 2003100:**

Staff recommends the deletion of "and retained by the Division of Human Resources Management, Central Records. The files may contain, but are not limited to:". Staff recommends changes to the description to encompass all components of the records series more accurately. Staff recommends removing "year of separation from service." and replacing it with "the end of the calendar year in which the employee separated from service." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event. Staff also recommends removing the procedural instructions at the end of the retention description. These should be part of a policy or procedure, not in the retention statement.

#### **B. Title:** Employment Verification Documents

**RDA:** 1995152

#### **Description:**

~~This record series is used to~~ **These records** document the verification of employment in accordance with the Immigration Reform and Control Act of 1986 (See 8 U.S.C. § 1324a and 8 CFR 274a). ~~The documents include, but are not limited to:~~ **The records may include but are not limited to:** Department of Justice Immigration and Naturalization Form I-9 Employment Eligibility Verification, ~~(OMB No. 1115-0136) with attachments;~~ **associated documentation, and related correspondence.** ~~Note: These documents should be made accessible separate from other personnel records and accessed only by authorized department staff, hearings officers, members of the Personnel Commission, the appointing authority and/or his designated representative, the named employee and legal counsel from the Attorney General's Office. Supervisors reviewing an employee's records must not have access to these documents (See 8 U.S.C. § 1324a and 8 CFR 274a).~~

#### **Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from **end of the calendar year in which the employee separated from service.** ~~date of separation from service.~~

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Records.

**Justification for Modification of RDA 1995152:**

Staff recommends removing specific form information from the description to enable adaptability to changes outside the agency's control. Staff recommends removing "Copies" from the description as copies are non-records. Staff recommends removing the note section of the description as this is a reference to a procedural practice. Staff also recommends removing "date of separation from service." and replacing it with "end of the calendar year in which the employee separated from service" while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event

### 3. Secretary of State, Notaries Division

**A. Title:** Commissioned Abstracter Files

**RDA:** 2007054

**Description:**

*These records document* ~~This record series documents and administers~~ the commissioning of abstracters (See NRS 240.250). *The records may include but are not limited to:* ~~The files may contain but are not limited to:~~ applications, commissions, bonds, oath of office, *associated documentation, and* related correspondence. ~~and similar documents.~~

**Authorized Retention:**

Retain ~~this record series~~ for ~~a period of~~ six (6) calendar years from the *end of the calendar year in which the commission was filed.* ~~date of the filing.~~

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer of the Secretary of State, Notaries Division.

**Justification for Modification of RDA 2007054:**

Per the Agency, they have interfiled these with the Notary records under RDA 1999063. Although these two series are similar in components, the Agency has stated that this has to do with water rights. This gives them historical value and should remain under this series number. Staff recommends that both series be filed separately. Having to search through all Notaries to locate only the Commissioned Abstractor can be costly. Staff recommends removing "date of the filing." and replacing it with "end of the calendar year in which the commission was filed." while removing "this record series" and "a period of" in the retention statement to make a more defined and accurate trigger event.

**B. Title:** Digital Signature Authorities Files

**RDA:** 2007061

**Description:**

*These records document* ~~This record series documents and administers~~ the certification of digital signature authorities and repositories by the Secretary of State (SOS), (see NRS and NAC chapter 720).

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### Proposed Modification RDAs for Agency Specific Records Retention Schedules

**The records may include** ~~The files may contain~~ but are not limited to: ~~A~~applications, ~~with related documentation~~ ~~;~~ ~~R~~enewal documentation, ~~;~~ ~~I~~nvestigations (NRS 720.150, NAC 720.810 to 720.850), ~~;~~ ~~C~~opy of compliance audit, ~~;~~ ~~S~~OS disclosure statement (NAC 720.370), ~~;~~ ~~C~~ertification practice statement (NAC 720.360), ~~;~~ ~~A~~administrative hearing / disciplinary documentation (See NAC 720.550 to 720.610 and 720.900 to 720.950), ~~;~~ ~~R~~epository recognition documentation (See NAC 720.650 to 720.710), ~~;~~ **associated documentation, and related correspondence.** ~~Related correspondence and similar documents.~~

#### **Authorized Retention:**

Retain ~~this record series~~ for ~~a period of~~ six (6) calendar years from the **end of the calendar year in which the certification expires, is suspended, or revoked.** ~~date of expiration, revocation or suspension of the certification.~~

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative, and legal needs.

#### **Agency review:**

The appraisal is supported by the Records Officer of the Secretary of State, Notaries Division.

#### **Justification for Modification of RDA 2007061:**

Staff recommends removing "date of expiration, revocation or suspension of the certification." and replacing it with "end of the calendar year in which the certification expires, is suspended, or revoked." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

**C. Title:** Notaries Files

**RDA:** 1999063

#### **Description:**

***These records document*** ~~This record series documents and administers~~ the appointments of notary publics (See NRS 240.030). ***The records may include but are not limited to:*** ~~The files may contain but are not limited to:~~ applications, appointments, ~~bonds,~~ oath of office, ***complaints, violations, disciplinary actions, associated documentation, and*** related correspondence ~~and similar documents.~~

#### **Authorized Retention:**

Retain ~~this record series~~ for ~~a period of six (6)~~ **ten (10)** calendar years from the **end of the calendar year in which appointment has ended.** ~~date of the filing.~~

#### **Recommended Disposition:**

~~Permanent: Transfer to State Archives~~ **Destroy Securely**

#### **NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

#### **Agency review:**

The appraisal is supported by the Records Officer of the Secretary of State, Notaries Division.

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### Proposed Modification RDAs for Agency Specific Records Retention Schedules

#### **Justification for Modification of RDA 1999063:**

The State Archives is requesting a change to this series. Per the State Archivist, the records do not hold archival value. Staff is proposing the retention be changed to ten (10) years from the date of the filing. The agency has agreed and approves the change to the retention. The record has evidential value for research because it documents the function of the office of the Secretary of State (NRS 240.010(1)(d)). Staff recommends removing "date of the filing" and replacing it with "end of the calendar year in which appointment was filed" while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

**D. Title:** Arbitration Agreements

**RDA:** 2007060

#### **Description:**

*These records document* ~~This record series documents~~ filing of arbitration agreements in accordance with NRS 614.060. *The records may include but are not limited to:* ~~The files may contain but are not limited to copy of~~ arbitration agreement, *associated documentation, and* related correspondence ~~and similar documents.~~

#### **Authorized Retention:**

Retain ~~this record series~~ for ~~a period of~~ six (6) calendar years from the *end of the calendar year in which agreement was filed.* ~~date of the filing.~~

#### **Recommended Disposition:**

Permanent: Transfer to State Archives

#### **NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal needs.

#### **Agency review:**

The appraisal is supported by the Records Officer of the Secretary of State, Notaries Division and Operations Division.

#### **Justification for Modification and Transfer of RDA 2007060:**

The Notaries Division, is no longer the office of record for the record series. The office of record is now the Operations Division. The Notaries and the Operations Division are aware of the request to transfer and agree. Staff recommends removing "date of the filing" and replacing it with "end of the calendar year in which the agreement was filed" while removing "this record series" and "a period of" in the retention statement to make a more defined and accurate trigger event.

**E. Title:** Assistance to Finance Housing Files

**RDA:** 2007055

#### **Description:**

*These records document* ~~This record series documents~~ the official filing of documents relating to assistance to finance housing (See NRS chapter 319). *The records may include but are not limited to:* ~~The files may contain but are not limited to:~~ agreements providing for the service of collateral (See NRS 319.230), instruments providing remedies of bond holders (See NRS 319.370), *associated documentation, and* related correspondence ~~and similar documents.~~

#### **Authorized Retention:**

Retain ~~this record series~~ for ~~a period of~~ six (6) calendar years from the *end of the calendar year in which documents were filed.* ~~date of the filing.~~

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### Proposed Modification RDAs for Agency Specific Records Retention Schedules

**Recommended Disposition:**

~~Permanent: Transfer to State Archives~~ **Destroy**

**NSLAPR staff recommendation:**

The retention period meets administrative, and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer of the Secretary of State, Notaries Division and Operations Division.

**Justification for Modification and Transfer of RDA 2007055:**

The Notaries Division, is no longer the office of record for the record series. The office of record is now the Operations Division. The Notaries and the Operations Division are aware of the request to transfer and agree. Per the State Archivist, the records do not hold archival value. Staff recommends removing "date of the filing" and replacing it with "end of the calendar year in which documents were filed" while removing "this record series" and "a period of" in the retention statement to make a more defined and accurate trigger event.

**F. Title:** Public Lands Filings

**RDA:** 2007056

**Description:**

***These records document*** ~~This record series documents~~ the filings relating to public lands (See NRS 321.310, NRS 324.050 & NRS 328.100). ***The records may include but are not limited to:*** ~~The files may contain but are not limited to:~~ ~~R~~ reports of transactions by the State Land Registrar concerning the Carey Act (See NRS 324.050), ~~;~~ ~~R~~ resolutions ceding state jurisdiction of public lands (See NRS 328.100), ~~;~~ ~~Copy of~~ titles to state lands conveyed by patent (See NRS 321.310), ~~;~~ ***associated documentation, and*** ~~R~~ related correspondence ~~and similar documents~~.

**Authorized Retention:**

Retain ~~this record series~~ for ~~a period of~~ six (6) calendar years from the ***end of the calendar year in which the document was filed.*** ~~date of the filing.~~

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer of the Secretary of State, Notaries Division and Operations Division.

**Justification for Modification and Transfer of RDA 2007056:**

Per the Notaries Division, they are no longer the office of record for the record series. The office of record is now the Operations Division. The Notaries and the Operations Division are aware of the request to transfer and agree. Staff recommends removing "date of the filing" and replacing it with "end of the calendar year in which the document was filed" while removing "this record series" and "a period of" in the retention statement to make a more defined and accurate trigger event.

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

**G. Title:** Registration of Public Securities Files

**RDA:** 2007057

**Description:**

*These records document* ~~This record series documents and administers~~ the registration of public securities (See NRS 348.370). *The records may include but are not limited to:* ~~The files may contain but are not limited to:~~ signatures of officers signing certificated public securities, *associated documentation, and* related correspondence ~~and similar documents~~.

**Authorized Retention:**

Retain ~~this record series~~ for ~~a period of~~ six (6) calendar years from the *end of the calendar year in which the registration was filed*. ~~date of the filing~~.

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer of the Secretary of State, Notaries Division and Securities Division.

**Justification for Modification and Transfer of RDA 2007057:**

Per the Notary Division, this is no longer their function and should be transferred to the Securities Division. The Notaries and the Securities Division are aware of the request to transfer and agree. Staff recommends removing "date of the filing" and replacing it with "end of the calendar year in which the registration was filed" while removing "this record series" and "a period of" in the retention statement to make a more defined and accurate trigger event.

# Attachment D

## Proposed Deletion RDAs for Agency Specific Records Retention Schedules

### 1. Department of Human Resources Management, Central Payroll

A. Title: ~~Electronic Human Resources Records~~

RDA: ~~2010060~~

#### Description:

~~This data is contained within the Human Resources (HR) database of the IFS Advantage™ system (and uses the NEATS system). The data may include, but is not limited to: wages, deductions, leave, etc.; and time and attendance.~~

#### Authorized Retention:

~~Retain these records for a period of four (4) calendar years from the end of the calendar year to which they pertain.~~

#### Recommended Disposition:

~~Destroy Securely~~

#### **NSLAPR staff recommendation:**

Delete this RDA

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Payroll.

#### **Justification for Deletion of RDA 2010060:**

This is a database. Per the Division the data is used for the Payroll Reports contained in RDA: 1996113 and the Pay Register Report RDA: 1994057. As a non-record, it should be deleted from the schedule.

### 2. Department of Conservation and Natural Resources, Bureau of Safe Drinking Water

A. Title: ~~EPA Quarterly and Annual Reports~~

RDA: ~~2003105~~

#### Description:

~~This records series is used to document and administrate the Safe Drinking Water Act reporting requirements as detailed in 40 CFR 142.15 and elsewhere. The files may consist of: (a) Quarterly reports of (1) new violations, (2) new enforcement actions, and (3) notification of variances and exemptions; (b) Annual reports of (1) additions and corrections to the inventory of public water systems, and (2) a summary of the variances and exemptions, and; [c] Special reports, including (1) those related to the Surface Water Rule (40 CFR 142.15 [c]), (2) total coliforms, (3) Quarterly reports, on lead and copper, and many others, as well as; (d) printouts from the SDWIS database, related correspondence, and similar documents.~~

#### Authorized Retention:

~~Retain for five (5) calendar years from the end of the calendar year to which they pertain.~~

#### Recommended Disposition:

~~Permanent: Transfer to State Archives~~

#### **NSLAPR staff recommendation:**

Delete this RDA

## Attachment D

### Proposed Deletion RDAs for Agency Specific Records Retention Schedules

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

**Justification for Deletion of RDA 2003105:**

Per the State Archivist, the records do not hold archival value as these are federal records. Staff recommends deleting this RDA in lieu of following the General Schedule RDA 2005125 Grants: Federal Grants - Administrative Records as these records are a reporting requirement for federal grants awarded to the agency.

### 3. Secretary of State, Notaries Division

**A. Title:** ~~Marriage (Minister) Files~~**RDA:** ~~1999061~~**Description:**

~~This record series documents the filing of certificates to perform marriages with the Secretary of State (See NRS 122.064). The files may contain, but are not limited to: copies of denominational standing of applicant for certificate to perform marriages (by county clerk), related correspondence and similar documents~~

**Authorized Retention:**

~~Send a list of all ministers annually to the State Archives. Transfer the inactive records to the State Archives after a retention period of one (1) calendar year after they become inactive~~

**Recommended Disposition:**

~~Permanent: Transfer to State Archives~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer of the Secretary of State, Notaries Division.

**Justification for Deletion of RDA 1999061:**

After a review by both the Agency and the State Archivist, it was determined that this is a database and is not a record series. Minister certificates are under county jurisdiction and are not official records of the state. As such, they are considered non records they should be deleted from the retention schedule.

Attachment E  
Proposed New, Modification, and Deletion of RDAs for General Records  
Retention Schedule

**There are no proposed new RDAs for new, modification, and deletion of RDAs for General Records Retention Schedule.**